

## Board of County Commissioners Agenda Request

Date of Meeting: April 29, 2003  
Date Submitted: April 24, 2003  
To: Honorable Chairman and Members of the Board  
From: Parwez Alam, County Administrator *Vh for PA*  
Gary W. Johnson, Director, Community Development Department  
Subject: Lake Lafayette Watershed Study - Extension of Contract Period

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### **Statement of Issue:**

The contract period for performing the Lake Lafayette Watershed Study will expire on April 30, 2003. To continue work on the study, the contract period needs to be extended.

### **Background:**

The contract with Environmental Research and Design, Inc. (ERD) for the Lake Lafayette Watershed Study was signed by former Chairman Winchester on September 13, 2001 (Attachment #1). Work on Phase I of the contract commenced on October 1, 2001. Phase I was originally scheduled to be completed by the end of February 2002, but was not actually completed to the County's satisfaction until October 15, 2002 when the County received a Phase I Report. The Phase I invoices totaled \$45,397.15, or 15.2 percent, of the total cost of the \$298,000 study.

Subsequent to the receipt of the Phase I Report, it took until January 30, 2003 to successfully finalize a detailed Scope of Work for Phase II-A and Phase II-B of the contract. Phase II-A requires the sampling and monitoring of Lake Lafayette and its three principal tributaries for 12 months. Phase II-B requires the modeling of the lake using the data gathered during Phase II-A, and developing management strategies to protect the lake. A "commence work" letter for Phase II went out to the contractor, Environmental Research and Design, Inc. on February 12, 2003.

ERD has not submitted any invoices for Phase II. The total cost of the work to be performed during Phase II will be \$252,673.80.

### **Analysis:**

Phase I took eight months longer than anticipated to complete. ERD apparently over extended themselves during this time period. Similar delays were also experienced by the City of Tallahassee with their contract with ERD.

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Since the task deadlines for Phase I of the Lake Lafayette Watershed Study were not accomplished in a timely manner, the County has, in the Phase II-A and Phase II-B Scopes of Work, set forth very specific tasks with a corresponding schedule for accomplishing them. Staff anticipates keeping tighter control on ERD's timely accomplishment of these tasks. The Scopes of Work for Phase II-A and Phase II-B are attached (Attachment #2). A single, combined revised schedule for all of Phase II is also attached (Attachment #3).

Phase II-A, lake and tributary monitoring (Tasks 2 through 7), will require twelve months. Pursuant to the County's contract with the U.S. Environmental Protection Agency, monitoring cannot begin until the project's Quality Assurance Project Plan (Task 1) is approved by EPA's scientists, a process that may require up to two months. Phase II-B, modeling, analysis, and development of lake, tributary, and watershed management strategies (Tasks 8 through 12), will be concluded five months subsequent to the completion of the field monitoring program. Thus, to allow ERD sufficient time to complete the study, the present end date of the contract, April 30, 2003, needs to be changed to October 31, 2004, and the revised schedule needs to be approved.

**Options:**

1. Extend the contract with Environmental Research and Design, Inc. to October 31, 2004, and approve the revised schedule in Attachment # 3.
2. Do not extend the contract with Environmental Research and Design, Inc. to October 31, 2004, and do not approve the revised schedule in Attachment # 3.
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Lake Lafayette Watershed Study Contract with Environmental Research and Design, Inc.
2. Scopes of Work for Phase II-A and Phase II-B of the Lake Lafayette Watershed Study.
3. Revised schedule for Phase II (Phase II-A and Phase II-B Combined) of the Lake Lafayette Watershed Study.